

CITY OF MILPITAS
EFFECTIVE: April, 1994
REVISED: January, 2006
EEOC: Officials/Admins.
UNIT: Unrepresented
PHYSICAL: 1

PUBLIC WORKS DIRECTOR

DEFINITION

To plan, organize, and direct the activities of the public works operations and maintenance and engineering. Public Works operations and maintenance activities include facilities maintenance and operations, utilities maintenance and operations, Parks maintenance and operations, building maintenance and operations, fleet and equipment maintenance, streets and street landscape maintenance and operations. Public Works engineering activities include solid waste management, land development, traffic, design and construction, utilities, and public works inspection; and to provide professional and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

- Receives administrative direction from the City Manager.
- Exercises direct and indirect supervision over professional, technical, maintenance and office administrative positions.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, organize, and direct the activities of Public Works Maintenance and Engineering including the areas of public facilities maintenance, building and equipment maintenance, engineering, land development, traffic, design, utilities, solid waste and inspection.

Participate in the development and implementation of both short-range and long-range goals, objectives, policies, and procedures relative to public works engineering and maintenance.

Resolve work problems and interpret administrative policies for subordinates, other departments, and the public.

Administer contracts for the construction of municipal buildings and other related activities.

Determine scope of projects, review plans of private contractors, make technical decisions, and establish technical criteria and standards.

CITY OF MILPITAS
Public Works Director (Continued)

Review and approve engineering drawings.

Manage the Capital Improvement Program.

Prepare and administer the department budget; authorize all requisitions and payments within the department.

Represent the Public Works Department at City Council and Planning Commission meetings.

Prepare and present department recommendations to the Planning Commission and City Council after considering alternatives, advisability, and conformance of proposals with applicable codes, rules, regulations, and the law.

Coordinate public works activities with other City departments and with outside agencies.

Prepare a variety of reports, correspondence and special studies.

Respond to complex citizen inquiries and complaints.

Supervise, coordinate, and review all staff activities.

Provide professional and technical staff assistance.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public works, civil engineering and administration.
- Technical, legal, and financial requirements relating to contracts and administration.
- Recent developments, current literature, and sources of information regarding civil engineering and public works.
- Codes, ordinances, resolutions, and laws affecting the operation of the Public Works Department.
- Principles of organization, administration, budget, and personnel management.

Ability to:

- Plan, organize, direct, and review the activities of a large City department.
- Coordinate, schedule, and program work on a long-term basis.
- Communicate effectively, orally and in writing.
- Prepare and administer a departmental budget.
- Prepare and administer the Capital Improvement Program.
- Prepare accurate and comprehensive reports.
- Draft contract documents and administer the same.

CITY OF MILPITAS
Public Works Director (Continued)

Ability to:

- Establish and maintain effective work relationships with City staff, consultants, and the general public.

EXPERIENCE AND EDUCATION

Experience: Five years of increasingly responsible administrative and supervising experience involving some area relating to public facilities maintenance, building construction and equipment maintenance, varied professional civil engineering experience involving the design and construction of a variety of public work projects.

Education: A Bachelor of Science degree in civil or structural engineering from an accredited college or university.

LICENSE AND CERTIFICATE

- Possess and maintain a current certificate of registration as a professional civil engineer in the State of California.
- Possess and maintain an appropriate, valid California Driver's License.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment.

Typically, work is performed in an office environment and at construction sites; exposure to outdoor elements; extensive use of the telephone and radio; repetitive keyboarding on a computer; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; drive daily to various locations within and outside the City of Milpitas; ability to work safely in a hard-hat construction zone; some exposure to construction related chemicals and products.

Approved by:

City Manager

Date

Human Resources Director